

### ***Slide #1***

Welcome to the first of several videos titled BridgeUSA Fundamentals: DOS Exchange Visitor Program Responsible Officer (RO)/Alternate Responsible Officer (ARO) Virtual Training. Before we begin, please take a few minutes to watch the attached video about our program - BridgeUSA. (at the top tap Slide Show (from beginning) click the link).

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Disclaimer: This presentation solely provides guidance and does not replace the Exchange Visitor Program regulations found in 22 CFR Part 62. To obtain administrative guidance on the Exchange Visitor Program, the Exchange Visitor Program regulations, or program or exchange visitor issues and concerns, please visit the website at [J1visa.state.gov](http://J1visa.state.gov).

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Table of Contents:

- \* 1) Purpose of the Exchange Visitor Program
- \* 2) What is BridgeUSA?
- \* 3) Sponsor's Obligations of the Exchange Visitor Program found in 22 CFR 62.9
- \* 4) Important Roles and Responsibilities of the RO/ARO found in 22 CFR 62.11
- \* 5) The Office of Private Sector Exchange and its Programmatic Supporting Roles
- \* 6) Overview of Pay.gov and its functionality and;
- \* 7) Resources/Point of Contacts for the Exchange Visitor Program

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Since the 1940s, the purpose of the Exchange Visitor Program (EVP) with your help has been to provide foreign nationals through the Mutual Educational and Cultural Exchange Act of 1961, "as amended", also known as Fulbright-Hays with an opportunity to participate in educational and cultural programs in the US and return home to share their experiences and encourage Americans to do the same in other countries.

There are approximately 1,500 Designated Program Sponsors and in the previous years there more than 330,000 new exchange visitors annually. Unfortunately, the number of exchange visitors drastically declined in 2020 due to COVID-19 and other factors. We are hopeful that the number of exchange visitors will begin to recover in the coming year.

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The BridgeUSA brand officially launched on October 27, 2020. The Exchange Visitor Program will remain the legal name when referring collectively to all exchange programs administered by ECA. You will continue to see the Exchange Visitor Program name in legal and regulatory documents. The website has

a new URL, [bridgeusa.state.gov](https://bridgeusa.state.gov). The current URL, [j1visa.state.gov](https://j1visa.state.gov), will remain active as we educate stakeholders about the new brand and URL.

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Sponsors are encouraged to integrate the new brand into their communications, when and where possible, moving forward. We understand this approach will be different for each sponsor organization. Here are four simple ways to get started:

1. Incorporate mission-driven language into all your communications. This not only allows us to emphasize the global impact of BridgeUSA programs, but also talk about them in a consistent and compelling way.
2. Add a BridgeUSA designation to your website. Add the logo and notation to your website and print materials indicating that you are authorized by the U.S. Department of State to administer BridgeUSA programs.
3. Spread the word. Help us raise awareness about our new brand identity by communicating this change to your staff, partners, participants, alumni, and other stakeholders.
4. Incorporate a phased approach. As your refresh or re-order cycles occur or you seek to produce new assets, please take every opportunity to update your materials with our new brand identity.

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**As a sponsor official, you and your colleagues are obligated to ensure that your organizations continue to meet these seven important actions that are prescribed in 22 CFR 62.9**

Must read the regulations—22 U.S. Code of Federal Regulations, Part 62.

Must maintain the legal status it had when it was first designated.

Must remain in compliance with all local, state, and federal laws, and professional requirements necessary to carry out the activities for which it is designated, including accreditation and licensure, if applicable.

Must provide accurate, complete, and timely information, to the extent lawfully permitted, to the U.S. Department of State and the U.S. Department of Homeland Security regarding their exchange visitor program(s), exchange visitors, and accompanying spouses and dependents (if any).

Must maintain the financial capability to always meet their financial obligations and responsibilities attendant to successful sponsorship of their BridgeUSA program.

Must ensure that they have adequate staffing and sufficient support services provided to administer the BridgeUSA Program.

Finally, must appoint and maintain a RO and between one-ten AROs to assist the RO in performing the duties set forth in § 62.11.

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As an appointed official of the Exchange Visitor Program, these are the required responsibilities in the role of the RO/ARO as prescribed in the regulations — 22 CFR, [§ 62.11](#).

- When controlling the Form DS-2019, the RO/ARO facilitates the entry and re-entry of the exchange visitor.
- When needed, the RO/ARO prepares SEVIS requests for Reinstatement, Program Transfer, Extension, Change of Category, Correction of Minor or Technical Infraction, and Allotment of Form DS-2019s. (Note: Data fixes and Permission to Issue cannot be requested in SEVIS)
- When monitoring the program, your role is to facilitate and ensure that the exchange visitor is provided information, advice, resources, tools, and program information to successfully complete their program.
- When preparing and submitting the Re-designation Application, your role is to complete the Form DS-3036, print, and electronically submit in SEVIS. Send the background information for all appointed officials and the signed application (Form DS-3036) electronically to the Office of Private Sector Exchange Designation.

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First, we have a sample of the Form DS-3036, which sponsors use to request re-designation or amendment of an existing program.

### **Slide #10**

Next, we have a sample of the Form DS-2019, which is a controlled document of the Department of State that a sponsor issues to a potential Exchange Visitor Program participant (J-1) and his or her accompanying spouse and dependents (J-2) as permitted by regulations.

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Lastly, we have the sample Form DS-3097, which is a controlled document of the Department of State in which a sponsor reports program activity and evaluation on a yearly basis.

### ***Slide #12 Here are your key officials:***

Introduction to the Office of Private Sector Exchange. The Office is led by a Deputy Assistant Secretary.

The Policy & Support unit (ECA/EC). This unit develops regulations, identifies strategic goals, and connects with alumni. The Director is Mr. Kevin Saba.

The Office of Private Sector Exchange Designation (ECA/EC/D) consists of two divisions: Academic and Government Programs Division and Private Sector Programs Division. Designation conducts sponsor outreach and evaluates applications from academic institutions, public and private sector organizations, and government entities for designation or redesignation as an exchange visitor program sponsor. Mrs. Karen Ward is the Director who oversees this office.

The Office of Private Sector Exchange Administration (ECA/EC/OPA), referred to as OPA, responds to complaints and incidents, and evaluate sponsors' day-to-day Exchange Visitor Program administration designated to enhance the health, safety, and welfare of exchange visitors. Mr. Henry Scott is the Director that oversees this office.

The Office of Exchange Coordination and Compliance (ECA/EC/ECC), referred to as Compliance, oversees the operations and management of SEVIS, coordinates with law enforcement, and evaluates sponsor's regulatory compliance and if warranted, may sanction a sponsor. Mrs. Susan Geary is the Director who oversees this office.

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**The Policy and Program Support unit conducts the following activities:**

#### **REGULATIONS & GUIDANCE**

Writes and updates EVP regulations through the Federal Register process.

Update EVP forms.

Drafts Memorandums of Understanding

Drafts Guidance Directives.

Conducts survey and category reviews.

#### **OUTREACH**

Engages with Embassies on foreign policy objectives

Engages on alumni events

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**The Office of Private Sector Exchange Designation designates organizations as program sponsors in the EVP and provides outreach to U.S. organizations to administer the Exchange Visitor Program, including government agencies, academic institutions, private sector nonprofit and for-profit organizations.**

Designation:

Reviews applications from sponsors for re-designation every two years as well as applications from organizations for designation.

Processes applications for exchange visitor activities (i.e., extensions, reinstatements, change of category)

Provides outreach to sponsors and responds to category mailbox inquiries ([AGexchanges@state.gov](mailto:AGexchanges@state.gov) for academic and government programs and [jvisas@state.gov](mailto:jvisas@state.gov) for private sector exchange programs or email the category specific mailboxes (i.e., [DesignationTrainee@state.gov](mailto:DesignationTrainee@state.gov), [DesignationSWT@state.gov](mailto:DesignationSWT@state.gov)).

Releases annual allotments of Forms DS-2019

Analyzes annual reports from sponsors every year.

Reviews Placement reports

Analyzes Management reviews

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#### **OPA monitors the health, safety, and welfare of exchange visitors.**

OPA monitors and enforces full compliance with Department regulations and policies with a focus on exchange visitors' health, safety, and well-being; and responds to complaints and incidents.

Sponsors must promptly (on or before the next business day) notify the Department of any investigations of an exchange visitor's site of activity or any serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute, to include: [22 CFR 62.13(d)]

Potential litigation related to a sponsor's exchange visitor program, in which the exchange visitor may be a named party

Death of an exchange visitor

Serious injury of an exchange visitor

Sexual abuse allegations

Exchange visitors or third parties may contact OPA by visiting [j1visa.state.gov](http://j1visa.state.gov) to file a complaint.

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#### **Compliance:**

- Evaluates Department-designated Exchange Visitor Program sponsors to ensure they are in regulatory compliance
- Review specific Exchange Visitor Program sponsor data from the Student and Exchange Visitor Information System (SEVIS), and data requests to track program statistics, identify systemic compliance issues, and detect program trends.
- Work closely with the Department of Homeland Security to perfect and deploy SEVIS and its successor systems and ensure its use by designated sponsors. Maintain all required law

enforcement liaison with other Department of State bureaus and U.S. Government agencies regarding sanctions and issues that fall under their respective responsibilities.

- \* Investigate serious complaints about the operations of designated sponsors received from the general public and/or Exchange Visitor Program exchange visitors or identified through monitoring of designated sponsor activities. When Compliance has made findings about a designated sponsor comprising a reason for sanction under 22 CFR 62.50(a), Compliance recommends sanctions to be imposed on that designated sponsor in accordance with 22 CFR 62.50.

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You as the RO/ARO are responsible for at least one of these 15 categories, in which the exchange visitor comes to the US to participate. They are divided between the Private Sector (PS) & Academic & Government (AG) Programs.

The Private Sector Program categories are Au Pair, Camp Counselor, Intern, Alien Physician, Secondary School Student, Summer Work Travel, Teacher, and Trainee.

The Academic & Government Programs categories are College and University Student, Government Visitor, International Visitor, Professor, Research Scholar, Short-Term Scholar, and Specialist.

Let's discuss the difference of each category in more detail.....

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#### **Let's discuss the PS categories:**

##### **Au pairs**

Through the Au pair program, participants and host families take part in a mutually rewarding, intercultural opportunity. Participants can continue their education while experiencing everyday life with an American family, and hosts receive reliable and responsible childcare from individuals who become part of the family.

##### **Camp Counselors**

The Camp Counselor Program enables post-secondary students, youth workers, and teachers to share their culture and ideas with the people of the United States in camp settings throughout the country.

##### **Interns**

Must be foreign nationals:

Who are currently enrolled in and pursuing studies at a foreign degree- or certificate-granting post-secondary academic institution outside the United States; or

Who have graduated from such an institution no more than 12 months prior to their exchange visitor program start date.

## Benefits

**Practical Experience:** The program bridges the gap between formal education and practical work experience.

### Alien Physicians

Non-clinical exchange participants must have:

A designated United States university or academic medical center may issue an alien physician a Form DS-2019 to enable them to come to the United States for the purpose of observation, consultation, teaching or research if the sponsor signs and appends to the Form DS-2019 a certification which states, "this certifies that the program in which...is to be engaged is solely for the purpose of observation, consultation, teaching or research and that no element of patient care is involved;" or

The dean of the involved accredited U.S. medical school or his designee must certify the following five points:

The program is predominantly observation, consultation, teaching or research;

Any incidental patient contact will be under the direct supervision of a U.S. citizen or resident alien who is licensed to practice medicine in the State in which the activity is taking place;

The foreign national physician will not be given final responsibility for the diagnosis and treatment of patients;

Any activities will conform fully with the State licensing requirements and regulations for medical and health care professionals in the State in which the program is being pursued; and

Any experience gained will not be creditable towards any clinical requirements for medical specialty board certification.

## Benefits

**School credit:** Graduate medical education or training in a specialty or subspecialty occupation.

### Secondary School Students

Must:

Be at least 15 years of age, but not more than 18 years and six months of age as of the program start date, or

Not have finished more than 11 years of primary and secondary school, not including kindergarten; and

Not have previously participated in a secondary school student academic year or semester exchange program or attended school in the United States in either F-1 or J-1 status.

## Benefits

**Extracurricular Experiences:** Students may take part in school sanctioned and sponsored extra-curricular activities, including after school sports programs.

**Accommodations:** Students live with an American host family or at a U.S. boarding school.

### Summer Work Travel

College and University students enrolled full time and pursuing studies at post-secondary accredited academic institutions located outside the United States come to the United States to share their culture and ideas with people of the United States through temporary work and travel opportunities.

### Teachers

#### **Benefits**

**Educational and cultural enrichment:** Exchange teachers sharpen their professional skills and participate in cross-cultural activities in schools and communities, and they return to their home school after the exchange to share their experiences and increased knowledge of the United States and the U.S. educational system.

#### **Repeat participation**

Teachers are eligible to repeat the program provided that they have resided outside the United States for two years and continue to meet the eligibility requirements.

### Trainees

Training programs are designed to allow foreign professionals to come to the United States to gain exposure to U.S. culture and to receive training in U.S. business practices in their chosen occupational field.

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### Let's discuss the AG categories:

#### College and University Students

#### **Must:**

**Be financed directly or indirectly by the U.S. government, the government of their home country, an international organization of which the United States is a member by treaty or statute, or supported substantially by funding from any source other than personal or family funds;**

#### **Benefits**

**School Credit:** University/college students may engage in degree-granting programs until completion or non-degree granting programs for no more than 24 months.

**Employment:** Students may engage in part-time employment under certain conditions, including good academic standing at their host institution.

**Academic training:** Students may participate in academic training with or without wages or other remuneration during their studies with the approval of the academic dean or adviser and the responsible officer at their [sponsor organization](#).

### Government Visitors



**Must be:**

**Selected by a U.S. federal, state or local government agency;**

**Engaged in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel; and**

An influential or distinguished person.

**Benefits**

**Professional training: Participants consult, observe, train and demonstrate special skills on matters of shared interest.**

### International Visitors

Must be:

Selected by the United States Department of State;

Engaged in consultation, observation, research, training or demonstration of special skills; and

A recognized or potential leader in a field of specialized knowledge or skill.

Benefits

**Cultural understanding:** Recognized or potential foreign leaders participate in observation tours, discussions, consultations, professional meetings, conferences, workshops and travel as a way to better understand U.S. culture and society and contribute to a better knowledge of foreign cultures in the United States

### Professors

Must:

Not be a candidate for a tenure track position;

Not have participated in and completed a professor program within the last 24 months preceding the beginning date of their new program's commencement;

Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor program unless he or she meet one of the following exceptions:

The participant is currently in a professor program and is transferring to another institution in the United States to continue his or her current J-1 program;

The participant's prior physical presence in the U.S. on a J-visa program was less than six months in duration; and

The prior participation was as a [short-term scholar](#).

Benefits

**Educational enrichment:** Professors facilitate the exchange of ideas and research in a variety of fields between people of the United States and people of other countries.

### Research Scholars

Must:

Not be a candidate for a tenure track position;

Not have participated in and completed a research scholar program within the last 24 months preceding the beginning date of their new program's commencement;

Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a research scholar program unless they meet one of the following exceptions:

The participant is currently in a research scholar program and is transferring to another institution in the United States to continue their current J-1 program;

The participant's prior physical presence in the U.S. on a J-visa program was less than six months in duration; and

Any prior participation was as a [short-term scholar](#).

### Short-Term Scholars

Must:

Be a professor or research scholar or someone with similar education and or experience.

Benefits

**Educational enrichment:** Participants collaborate on special research projects, teach a semester at a college or university, or lecture, consult or observe in a variety of settings in education and research in the United States.

More information

The maximum duration of stay is six months;

No program extension will be considered; and

No change of category will be considered.

### Specialists

Must:

Be experts in a field of specialized knowledge or skill.

Seek to travel to the United States for the purpose of the interchange of knowledge and skills among foreign and American specialists by observing, consulting or demonstrating their special knowledge or skills; and

Not fill a permanent or long-term position of employment while in the United States.

Benefits:

**Educational enrichment:** Participants experience an interchange of knowledge and skills among foreign and American specialists who are defined as experts in a field of specialized knowledge

### ***Slide #20***

This training is designed to facilitate and enhance your understanding of Pay.gov and how to submit payments to the Department of State.

Pay.gov is a U.S. Department of Treasury electronic payment system which is utilized by several other agencies (including the Department of State) for Exchange Visitor Program payments.

Pay.gov is used to make payments for program re-designations, program extensions, change of category, reinstatements, ECFMG-sponsorship authorization request, and permission to issue request.

Payments are accepted through Automated Clearing House (ACH) or Credit/Debit Card.

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All Exchange Visitor Sponsors must register with the Department of State to be approved for a Pay.gov account. There are two types of Pay.gov accounts.

The first type is for new sponsor applicants only and is used solely to pay the program designation fee when applying to be a designated sponsor for the first time.

The second type is for currently designated sponsors. Responsible Officers/Alternate Responsible Officers, or any member from the institution can utilize this account to pay for extensions, re-designations, change of categories, reinstatement, reinstatement update SEVIS status, ECFMG sponsorship authorizations, permission to issue, and program extension ECFMG board cert exams. The form Department of State E.V.P Fee Payment must be chosen when completing the EVP payment.

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Now, let us discuss how to request a new Pay.gov account.

To request a new account, please fill out the Excel Spreadsheet that is attached to this slide and send it to the appropriate email address according to your program. [AGexchanges@state.gov](mailto:AGexchanges@state.gov) is utilized for academic and government programs, where [jvisas@state.gov](mailto:jvisas@state.gov) or the individual category mailboxes are utilized for all private sector programs to include Intern, Trainee, Au Pair, Secondary School Student, Summer Work and Travel, Camp Counselor, Teacher, and Alien Physician).

At least two individuals from your institution must have a registered Pay.gov account. An RO, ARO, or any staff member of the institution can have a registered account with our office. After 1-3 business days, Pay.gov will reach out to the individuals directly to provide them with their login credentials.

### ***Slide #23***

Now, let us go over how to submit an EVP payment in Pay.gov.

The detailed, step by step instructions on how to properly submit an E.V.P. payment is located in the PDF document attached to this slide. Any payment made by not using the correct form, E.V.P Fee

Payment, will not be accepted. Once the E.V.P. payment has been completed, confirmation will be emailed to the payer. It is critical that the payer submit the confirmation receipt to the Office of Private Sector Exchange Designation in a timely manner.

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Now let us review of some of the common problems with completing the EVP payment in Pay.gov.

Common problem number one: “I forgot my password. Can you help me reset it?” For security reasons, our office does not have access to any Pay.gov user accounts nor are we able to assist with password resets. The user will need to contact Pay.gov customer service at 1-800-624-1373, option 2, and ask for a password reset. Kindly note that if a user does not log in to their account at least once every 90 days, his/her account password will need to be reset.

Common problem number 2: “Why can I not access the E.V.P fee payment form?” If you are a new user, please contact the Office of Private Sector Exchange Designation via the category-specific email addresses and request an account. Again, if a user does not log in to their account at least once every 90 days, the account password will need to be reset. To reset the password, call Pay.gov customer service at 1-800-624-1373, option 2.

Common problem 3, “I already created an account, but I still cannot access the private form.” If a user did not request an account through our office, the user will have not have access to the private form. In this particular case, the user has created a personal account and not a registered Department of State account.

Please reach out to us by contacting the appropriate email address according to your program so that we can facilitate the creation of your registered account.

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For any questions pertaining to this training or pay.gov, please contact: [agexchanges@state.gov](mailto:agexchanges@state.gov) or [jvisas@state.gov](mailto:jvisas@state.gov) or the individual category mailboxes (i.e., [DesignationIntern@state.gov](mailto:DesignationIntern@state.gov), [DesignationSWT@state.gov](mailto:DesignationSWT@state.gov) ).

#### ***Slide #26***

**HOPE YOU ENJOYED THIS FIRST TRAINING SESSION. THIS IS ONE OF SEVERAL TO COME. PLEASE HOLD ON TO THIS PAGE AS A KEEPSAKE OF RESOURCES.....**

**THE BRIDGEUSA WEBSITE IS FULL OF RESOURCES FOR SPONSOR OFFICIALS, INCLUDING REGULATIONS, MANUALS, ADVISORY LETTERS, BROCHURES, AND MUCH MORE.**

**THE DEPARTMENT OF STATE WISHES TO THANK ALL OF YOU FOR YOUR COMMITMENT TO INTERNATIONALEXCHANGE. End Part I....**